CURRICULUM VITAE

**Neeti Chauhan** Email:chauhan.neeti25@gmail.com

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**Career Objectives**

Seeking an important and challenging role in an organization where I can interact with the new people and show my abilities.

**Career Snapshot**

* MBA in Human Resources Management with professional experience in Human Resources, Recruitment & Admin Department.
* Comprehensive knowledge on HR competencies, recruitment procedures & policy implementations.
* Expert in taking the order from the seniors and giving the valuable suggestions.
* Experience in performing the entire gamut of recruitment - Sourcing, screening, interviewing and hiring the candidates for various technical and non-technical positions.
* Proficient in planning the induction program for new employees.
* Proficient in conducting the exit interviews and using the feedback for the overall improvement of work culture.

**Work Experience**

1. **Working as a IT Recruiter at Nityo Infotech Pvt. Ltd, Noida (Aug.13,2018- Till date).**

**Key Responsibilities**

* Analyze job orders to fully understanding client's specific needs and requirements,update job descriptions to meet client's explicit requirements.
* Identify and source top candidates through resume analysis.
* Responsible for handling complete recruitment lifecycle for system Integrators or direct.
* Build and maintain relationships between clients and candidates to ensure successful partnerships.
* Conduct searches to find qualified individuals via websites including Monster, LinkedIn, Jobstreet, networking websites, naukri etc.
* Following up with the shortlisted candidates till there joining formalities.
* Taking care of all documentation of the candidates.
* Handling end to end recruitment lifecycle.
* Responsible for handling different different types of IT requirement such as : Java,.net, software testing, SAP,LINUX,HTML,DHTML & XML, Frontend ,Backend etc.
* Negotiating pay & salary rates & finalizing arrangements between client & candidates.

**Position Hired for Technical Profile:**

Asp.net, C++,C# ,Java, Vb.net, SAS,ORACLE,MYSQL Database administrator, Mobile Application-ios, android developer, Game developer, System analyst, Business Analyst, Software tester, Salesforce CRM, Data Science, ETL, Data Warehouse, Project Manager, UI/UX ,Team Lead, Frontend ,Backend ,Manual Tester, Automation tester, Technical Architect, Software Architect, Technical Writer, Graphic Designer, Web Developer etc.

1. **Worked as a Senior HR Executive at** Saawariya Impex Pvt. Ltd **(Mafe Mobile) Kundli, Sonipat (Aug.18, 2015- Nov.30,2017).**

**Key Responsibilities :-**

**Recruitment& Selection**

* Coordination with Technical panel and understanding their requirements, defining job positions.
* Sourcing, screening and short listing resumes for Technical & Non-Technical through various job portals, socialnetworking,and reference.
* Short listing the resumes based on the job requirement.
* Conducting telephone and Personal interviews in coordination with department heads.
* Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.
* Create screening forms for all positions.
* Following-up on each submitted candidate until the candidate is accepted / rejected.
* Scheduling interviews depending upon the Interview modes.

**Induction & Orientation**

* Ensuring smooth Joining formalities; preparation of the induction and orientation schedule, conducting the induction for new hires.
* Maintaining personal documents (files) of the individuals.
* Designed Policies and Various HR Forms.

**HR Administration**

* Maintaining employee’s personal files and records.
* Tracking attendance, maintaining leave records, PF records, ESIC record, LWF, issue letters, etc.
* Generation of Experience Letters, Relieving Letters.
* Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, experience/service certificate, relieving letter, etc.
* Preparing Final settlements, Gratuity, leave salary and all employee benefits.
* Compilation & processing of attendance data in attendance system.
* Processing monthly attendance musters for employees, trainees.
* Preparation of full and final settlement generation of Experience Letters, Relieving Letters.
* Keeping track of Confirmation, Appraisals, and Increments of employees.

**Employee Engagement**

* Celebrations - Diwali, Ganpati Festival, and other company events.
* Developing employee engagement programs like Initiated and administered a welcome-mail policy to all new joiners, Initiated regular Birthday mailers & celebration policy.

**Employee Relations & Communication**

* Attends to employee grievances and complaints regarding attendance, salary, provides guidance if necessary.
* To detect and handle complaints, disputes and grievances of all staffs and to report them to the Project Managers (Project Manager of Site) and Management.
* Resolving issues, problems and complaints related to policy interpretation, time office, PF & ESIC issue and payroll.

1. **Worked as a GET (Quality) at Videocon, Kashipuras(Aug.08,2014 to Aug.08,2015).**

**Key Responsibilities**

* Improving productivity with Quality
* Provide training for new men power.
* Planning and designing of Rejection as the basis of QA.
* Analysis for process rejection and control.
* Planning for manpower requirement according to process time cycle before new product or line installation.
* Generate and update in work quality instructions.
* Ensuring of ESD safe Equipment.
* Interact with manufacturing and engineering teams to optimize documentation related to quality and inspection checks.
* Review all product quality aspect like planning, manufacturing methods and process specifications.
* Check out the quality of using materials during production.
* Analysis for process rejection and control.

**Skills:**

**Operating System** – Window (XP/3/5/7/8/10).

**Software & Application** – Microsoft Office, Power Point, Outlook, Word, Excel (vlookup, hlookup, Pivot table, Pivot Chart, Conditional Formatting, Macros, Hyperlink).

**Core Competencies:**

* Good Leadership Skills.
* Confident.
* Flexible in work.
* Honesty.
* Effective Communication Skills.

**Academic Qualifications:**

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| --- | --- | --- | --- |
| **Qualification** | **Board/University** | **Year of Passing** | **Percentage (%)** |
| MBA(Major-HR, Minor-IB) | Uttarakhand Technical University | **2015** | **72.2%** |
| B.Tech (IT) | Uttarakhand Technical University | **2013** | **71.8%** |
| Intermediate | Uttarakhand Board | **2009** | **62.8%** |
| High School | Uttarakhand Board | **2007** | **61%** |

**Personal Profile:**

Name :NeetiChauhan

Date of Birth : 25-Nov-1994

Gender : Female

Marital Status : Married

Address : Noida, Uttar Pradesh

**Date:**

**Place: Neeti Chauhan**